

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-599

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RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY		BUREAU CHIEF'S OFFICE
DEPT. OF UTILITIES		
ADMIN/FINANCE		
AGENCY		DIVISION
Item No.	Description	Retention
	<p><u>ADMIN/FINANCE - BUREAU CHIEF</u></p> <p>1. <u>GENERAL CORRESPONDENCE FILE - CHIEF, BUREAU OF ADMIN/FINANCE</u> Contain general correspondence, papers, reports, studies, surveys, published and reproduced materials, budgets, analyses, Council Bills, Agreements, Service Requests, and memoranda relating to internal and external activities and administration of this Bureau. Files date from 1983 to present.</p> <p>2. <u>WASTEWATER CONSTRUCTION GRANT FILES</u> Files contain the County's request for State and/or Federal Financial Assistance in the construction of wastewater facilities; the County's documentation of compliance with grant requirements, and the record of the final State and/or Federal grant closeout process. Files date from 1965 to present.</p>	<p>RECOMMENDATION: MATERIAL HAVING CONTINUING ADMINISTRATIVE OR LEGAL VALUE TO THE OPERATION OF THE OFFICE SHOULD BE RETAINED UNTIL SUCH VALUE CEASES. OTHERWISE, RETAIN FIVE YEARS, THEN DESTROY.</p> <p>RECOMMENDATION: RETAIN 3 YEARS FROM DATE OF FINAL GRANT PAYMENT OR UNTIL ANY LITIGATION, DISPUTE, CLAIM, OR AUDIT IS COMPLETED AND RESOLVED WHICHEVER IS LONGER. MICROFILM AND DESTROY ORIGINAL PAPERS. RETAIN MICROFILM PERMANENTLY.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

9-22-87

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
3.	<p><u>PURCHASING/FINANCE</u> Copies of Purchasing Documents, requisitions, etc., and invoices processed for payment. Purpose it to be able to easily access back up information when problems arise with ordering of supplies and materials and equipment or in the payment of invoices to check authorization for payment has been processed. Also used for back up supporting documentation for budgetary matters.</p>	<p>RECOMMENDATION: RETAIN CURRENT FISCAL YEAR AND ONE PRIOR FISCAL YEAR, THEN DESTROY, UNLESS INCOMPLETE.</p>